



United States Department of State  
Foreign Service Institute  
George P. Shultz National Foreign Affairs Training Center  
4000 Arlington Boulevard Arlington,  
Virginia 22204

## User Guide for FSI Distance Learning Training Application

Document last updated December 6, 2018

Document version: 1.0

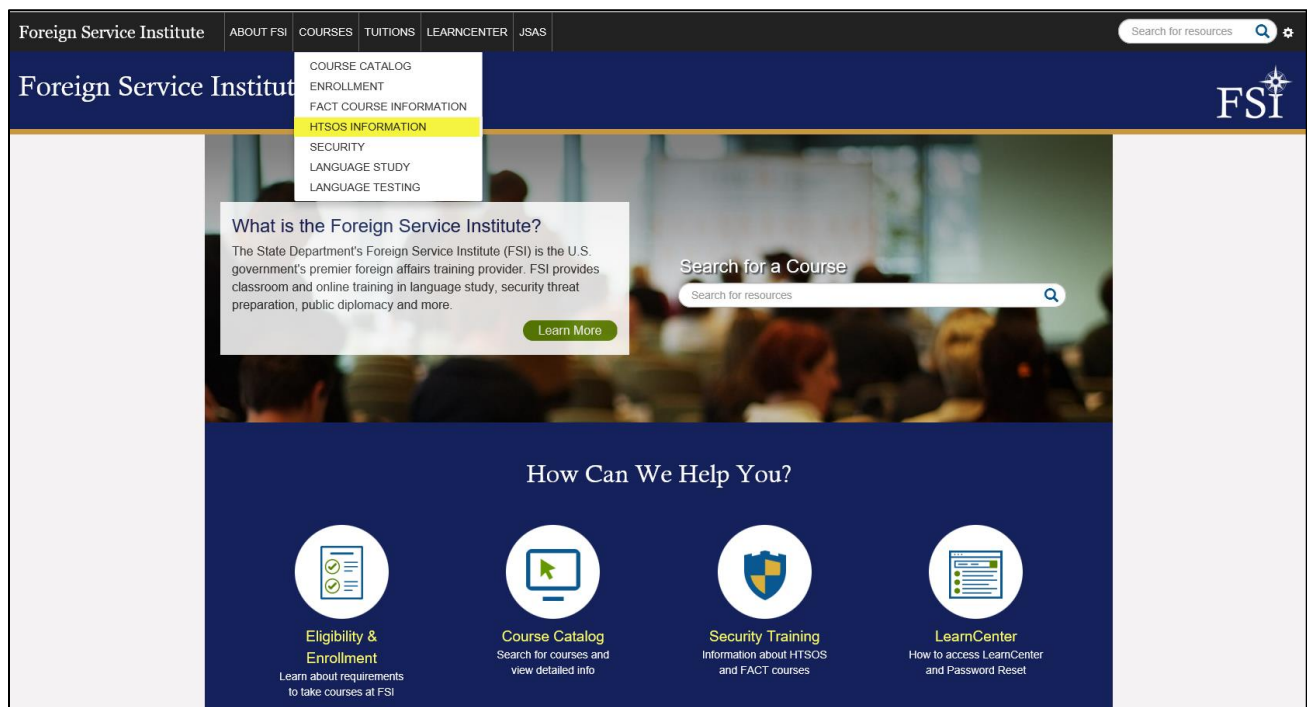


Prepared for: FSI/EX/CS  
Foreign Service Institute (FSI)  
Executive Office (EX)  
Corporate Systems (CS)

## Steps to navigate FSI Distance Learning Training Application

1. Enter into the FSI Internet Course Catalog (<https://fsitraining.state.gov/>). In the drop down icon at the top left, select Courses, then HTSOS Information.

Alternatively you can access the HTSOS page directly by accessing the page <https://fsitraining.state.gov/htsos>



2. There will be an “Apply and Pay” button for HTSOS courses if you scroll down. The “Apply and Pay” button for HTSOS shall open pay.gov website in a separate browser.

Credit Card ?	Section	Length	Location
<a href="#">Apply &amp; Pay</a>	DL03	5 Hours	FSI LearnCenter

3. Once you click on “Apply & Pay”, you will receive more information about applying and paying by credit card.

## FSI Distance Learning Training Application

1

2

3

4

5

**Before You Begin** Complete Agency Form Enter Payment Info Review & Submit Confirmation

**About this form**

Use this form to pay for your FSI Distance Learning Training.

**Accepted Payment Methods:**

- Bank account (ACH)
- Debit or credit card

**By creating an account you can:**

- See the payments you made since you created an account.
- Store payment information, such as credit card numbers, so that you do not have to reenter it each time you make a payment.
- Copy a form you already submitted so that you do not have to reenter you information next time.
- Set up automatic recurring payments (from a bank account, debit card, or credit card).

To take advantage of these benefits, you can [Sign In](#) or [Create an Account](#) . To continue as a guest user, click the 'Continue to the Form' button.

**Preview Form**

[Cancel](#)

**Continue to the Form**

**Need Help?**

**Contact:**  
FSI Registrar HT401 Team

**Email:**  
[Click to email](#)

**Phone:**  
703-302-7137  
or  
703-302-7144

4. Click “Continue to the Form.”



## Foreign Service Institute Tuition Payment

Welcome to the U.S. Department of State's Foreign Service Institute. We are the U.S. Government's premier foreign affairs training provider, serving the U.S. Department of State and the entire USG foreign affairs community as a strategic enabler of diplomatic excellence. We are dedicated to ensuring the career-long learning opportunities required for success in today's global arena.

### \* Required Fields

\* Course Name:

HT401-High Threat Security Overseas Seminar

*Important Note: Users have 90 days to take course from date of enrollment.*

\* Agency:

Other

\* Card Holder's Name:

\* Card Holder's Email:

\* Number of enrollee's:

Cost per enrollee:

Total Payment Amount:

2

x

\$125.00

=

\$250.00

### Student #1

\* First Name:

Middle Name:

\* Last Name:

\* Last 4 SSN:

\* DOB (MM/DD/YYYY)

\* Employee Type:

Payment Plan:

Grade:

\* Email Address (email must end with .gov, .mil, .sbu, .us)

Alternative Email Address (optional)

\* Has this student previously taken an FSI Course?

☐ Yes

☒ No

### Student #10

\* First Name:

Middle Name:

\* Last Name:

\* Last 4 SSN:

\* DOB (MM/DD/YYYY)

\* Employee Type:

Payment Plan:

Grade:

\* Email Address (email must end with .gov, .mil, .sbu, .us)

Alternative Email Address (optional)

\* Has this student previously taken an FSI Course?

☐ Yes

☒ No

☐ \* By Checking this box you are agreeing to the [Terms and Conditions](#)

PDF Preview

Continue

5. Enter Form information. Pay.gov form requires the user to enter the name and email address of the credit card holder. Pay.gov form requires the users to enter the number of students being registered, which ranges from 1-10. In addition, the required fields for each student are:
- First Name
  - Last Name
  - Last 4 SSN
  - DOB (MM/DD/YYYY)

- e. Employee Type (i.e. Eligible Family Member, Employee, Fellowship Program, FSN, Government Contractor, Intern or Personal Services Contractor )
- f. Email Address
- g. Has this student previously taken an FSI Course?

*Please note: if you are a Government contractor you need to select the Agency you are supporting from the 'Agency' dropdown*

- 6. Navigate to the bottom of the page and check the box to agree to the 'Terms and conditions' then click the 'Continue' button. Pay.gov form has a link to allow users to review "Terms and Conditions."
- 7. Select the desired payment method (ACH or credit card) and then click the 'Next' button. Please note: an individual completing the form must have proper authority to use the credit card.

### FSI Distance Learning Training Application

✓

✓

3

4

5

Before You Begin

Complete Agency Form

Enter Payment Info

Review & Submit

Confirmation

#### Payment Information

Payment Amount \$125.00

**\* I want to pay with my**

☐ Bank account (ACH)

☐ Debit or credit card

#### Need Help?

**Contact:**  
FSI Registrar HT401 Team

**Email:**  
[Click to email](#)

**Phone:**  
703-302-7137  
or  
703-302-7144

- 8. Enter the payment information and then click on the 'Review and submit payment information' button.

Course Code  
HT401

Previous

Return to Form

Cancel

➔

Review and Submit Payment

9. Pay.gov requires users to review the information before submitting their registration form. After reviewing, check the “I authorize ...” checkbox and then click the “Submit Payment” button.

The screenshot shows a web form for registration. It includes three input fields: '\* Email Address:' with 'xxxx@gmail.com', '\* Confirm Email Address:' with 'xxxx@gmail.com', and 'CC:' which is empty. Below these is a note: 'You may enter multiple email addresses in this field. Separate email addresses with a comma.' A green arrow points to a checked checkbox labeled '\* I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.' At the bottom are four buttons: 'Previous' (light blue), 'Return to Form' (light blue), 'Cancel' (text link), and 'Submit Payment' (dark blue). A large green arrow points to the 'Submit Payment' button.

10. Email verifying submission of the transaction will be received by the credit card holder. Email will contain the following disclaimer: “Your payment has been submitted to Pay.gov and the details are below. If you have any questions regarding this payment, please contact FSI Budget Office at (703) 302-7232 or [FSICreditCardReceipts@state.gov](mailto:FSICreditCardReceipts@state.gov). Students will receive an enrollment email notification within 24-48 business hours with additional instructions regarding their training offering. If student does not receive an email, please have them contact FSI Registrar HT401 Team ([FSIREGISTRARHT401@STATE.GOV](mailto:FSIREGISTRARHT401@STATE.GOV)).”
11. If student does not complete this course within 90 days, they will have to reenroll and pay again to take this course
12. Each individual who submitted their request before midnight will be enrolled as soon as the next day depending on eligibility to take courses at FSI and the completeness of the application.
13. For questions regarding enrollment, please contact the FSI Registrar team at (703) 302-7137 or (703) 302-7144. For questions regarding payment, please contact the FSI Budget office at (703) 302-7232.